

29 MAR 1966

MEMORANDUM FOR: Chief, Real Estate and Construction Division, OL
SUBJECT: Space Requirements for 1966
REFERENCE: Your memorandum dtd. 7 February 1966 to DD/S
Subj: General Information and Progress on
Space Requirements Staff Activities

1. As we discussed on 16 February 1966, the space standards and conversion criteria attached to the reference memorandum have been modified (restricted) somewhat to reduce the final overall average square feet per working position. Also, we have computed the Administrative Support space separate from the regular office space in order to permit better analysis of results. At your direction, all consideration of NPIC has been left out of our work.

2. Attached are two Charts (spread sheets) which show:

a. Chart #1 - Computed space needs for 1966 for each major component broken down to show office, administrative support, special purpose and storage space with the working positions assigned to each and the average square footage per working position for office and administrative support space. Chart #1 likewise shows a comparison of:

(1) Total computed space with total space now in use.

(2) Total work positions with the 1 January

1966 T/O for each major component (See Chart #2)

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b. Chart #2 - A comparison of the T/O of each major component with the number of work positions. The essential feature of a work position is the requirement for a separate space needed frequently for performance of necessary work. Thus, work positions, rather than T/O or ceiling are the proper measure of space needed. The number of work positions may exceed or may be less than the number of personnel involved. Chart #2 explains and indicates the composition of any differences between the T/O and the number of work positions for each component.

3. As indicated in Chart #1, the computations produce a requirement of [REDACTED] for office type space (Office plus Support space). As in 1963 study, our needs for special purpose and storage space are treated separately. Our computations indicate a need for additional space for:

DCI	3,785 square feet
DDI	11,310 square feet
DDS&T	15,125 square feet (Hqs. only)
DDP	37,715 square feet (Hqs. only)
DDS	7,380 square feet
Total	75,315 square feet

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The figures may be reduced somewhat by current moves into the Ames Building and other available space as it becomes available. The "in use" figures (columns 13, 14 and 15) in some cases represent space occupied at the time the data was prepared and thus do not necessarily take into account all current or early projected moves.

4. The figures on Chart #1 were computed from theoretical criteria and standards and were applied with a minimum of empirical judgement. Thus, while, hopefully, these data will be helpful in judging current space demands, further empirical review should be made before any actual allocation of space. In this connection, the following points may be considered pertinent:

a. The present and computed differences in space required as between the major components is explained by the nature of work performed and the office furnishings on hand. Differences are further explained by separate listing of office, administrative support and special purpose space.

b. Earlier and current differences in average space occupancy (which are not necessarily inequities) tend to be perpetuated into the computed space requirements because the latter is based in part on the amount and size of current furnishings (tables, bookcases, etc.) which in turn are limited by currently available space.

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Likewise, the data on forms 2520 as to single or multiple occupancy of rooms (which affects space computations) is normally based on current conditions rather than a desirable or ideal arrangement.

c. In line with b. above, components housed outside the Headquarters Building tend to have more space on the average than those remaining here. This may be explained in part by more complete utilization of the Langley space which in many cases was tailored for specific needs.

5. It is recommended:

a. That the attached data (Charts-spread sheets-and related information) be utilized by the appropriate elements of O/Log in connection with space needs for 1966. The Space Requirements staff is available for consultation (or explanation) where such is desired and useful. The detailed computation figures for each element are, of course, available if required.

b. That we now proceed to the longer range (10 year) study of space needs. In this connection, an early conference with you is desired in order to firm up our approach and planning procedures. We hold much of the

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required data, but some offices have yet to
furnish the long range projections.



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